



Idaho Building Capacity Project

Capacity Builder (CB) Application

Project Summary

The Idaho Building Capacity (IBC) project is a cornerstone of Idaho's Statewide System of Support (SSOS) for Title I schools and districts that are in Needs Improvement status (Year 1 and beyond). It is designed and delivered in partnership with Boise State University, Idaho State University, and the University of Idaho.

The project provides on-site technical assistance designed to assist schools and districts in building their own internal capacity to sustain school improvement efforts. A key component of the IBC project is the utilization of Capacity Builders (CBs), retired distinguished educators that are trained by the state to facilitate the work of school improvement. Applications are submitted by districts in relation to specific schools that wish to participate. The project requires commitment on behalf of the district to also participate in order to ensure aligned efforts.

Each selected school and the district in which it is located will receive the services of a Capacity Builder. During year one of participation the CB will work in the school/district for up to 8 hours a week with decreasing support over three years. CBs work with school and district leaders to develop a plan of how the CB will be utilized to support the work of school improvement at each assigned site. This is not a one-size-fits-all approach to school improvement, but rather an approach focused on the individual needs and challenges of each individual site being served. In addition to the CB services, participating schools will be provided with professional development opportunities, resources, and self-evaluation tools.

Capacity Builder - Role, Qualifications, and Expectations

Capacity Builders are independent consultants contracted by regional support centers at Boise State University (BSU), Idaho State University (ISU), or University of Idaho (U of I) to provide technical services and support to participating schools/districts on behalf of the State Department of Education. As independent contractors, Capacity Builders receive compensation for their services, as well as reimbursement for mileage, meals, lodging, and other travel-related expenses in accordance with state travel regulations.

The Capacity Builder's role requires a high degree of integrity and diplomacy, an in-depth knowledge of school improvement processes relating to education reform, demonstrated skills, and successful experience in implementing change processes in schools and/or districts, along with strong interpersonal and communication skills.

The primary responsibility of a Capacity Builder is to support the district/school in making the necessary changes that will result in improved student achievement, building leadership capacity, continuous school improvement, and sustainability. Capacity Builders utilize tools for District/School Improvement including the 9 Characteristics of High Performing Schools, The Idaho Building Capacity Improvement Guide, and Idaho's online system for Improvement Planning: The WISE (Ways to Improve School Effectiveness) Tool.

Successful candidates must have demonstrated ability to work with groups to craft creative solutions, to negotiate workable compromises, and to communicate complex issues to a variety of educational stakeholders. Capacity Builders must be educators who are recognized as leaders, have shown high levels of professional competence, have experience in implementing successful school-based reform, and are representative of Idaho's diverse workforce.

Minimum Qualifications:

In order to be considered as a Capacity Builder, the candidate must meet the following minimum qualifications:

- Idaho State certification (or able to provide proof of other comparable State certification/eligibility to attain certification).
- Minimum of five years experience as an educator in a leadership capacity.
- Experience as an educator, preferably within the last three years and demonstrated success in school or district improvement efforts.

Minimum Qualifications Continued:

- Knowledge of current educational practice and educational reform and understanding of the federal *No Child Left Behind* requirements.
- Willingness to attend related training sessions offered through the Idaho Building Capacity project.
- Commitment to accept a one to three year assignment.
- Willingness to travel within the region in which the CB is assigned.
- Computer and software proficiency. CBs will be expected to utilize their own personal computer.
- Can pass a background check.

Process

Interested educators should complete the following information which must be received no later than October 15, 2012, in order to be considered for assignment beginning January 1, 2013. Applications received after October 15th will be considered for the following year.

- Letter of Interest. In the letter please describe your experience in working with groups to develop and implement school improvement efforts and/or reform projects, and the specific skills you possess that would enable you to be successful as a Capacity Builder. (Maximum two pages in length, 12pt type.)
- Written references from at least two educators who are familiar with your work. Please use the Capacity Builder Recommendation Form included in this application document. Written references are to be sent directly to the address below and must be received by our office within two weeks of your application.
- Résumé citing education, work history and professional experiences that would support involvement in this program. Include the names and contact information of two people who will be submitting reference materials for you.
- Completed CB Skill Inventory. (Included in application document.)
- Submit to:

Shasta Oswald
School Improvement Specialist
Fax: (208) 334-2228
Email: soswald@sde.idaho.gov

Interviews will be conducted in November and December. Through the application/ interview process, a CB candidate pool will be developed. Each candidate will be notified via a letter or email of their selection or non-selection as a CB pool participant.

Schools and Districts will be selected for participation in the IBC Project in November. Following the selection of schools and the establishment of the pool of Capacity Builders, CBs will be matched to schools and districts. Successful applicants not assigned to a school or district will remain in the pool of Capacity Builders for possible future assignments.

Training in School Improvement processes and procedures will be provided in early January 2013.

Questions

If you have questions regarding this application or the Idaho Building Capacity Project, please contact Shasta Oswald, School Improvement Specialist at (208) 426-2154 or soswald@sde.idaho.gov.

Capacity Builder's Skills Inventory

(To be completed by Applicant)

Name: _____

Address _____

Home Phone: _____

Cell Phone: _____ Email Address: _____

Please rate the candidate in the following areas:

O = Outstanding

S = Satisfactory

U = Unsatisfactory

NS = Not Sure

Skill Area / Dimension	O	S	U	NS
Professional attitude/judgment				
Leadership				
Organization				
Written communication				
Motivational				
Sensitivity to others				
Time management				
Oral communication				
Stress management				
Program evaluation and planning				
Diplomacy				
Experience with school and district budgeting processes				
Conflict resolution				
Working with diverse groups				
Analyzing and interpreting assessment and other data				
Working with parents and community				
Interpersonal				
Facilitation				
Presentation				
Work ethic				
Aligning curriculum/instruction/assessment with standards				
Technology				

Please Provide Additional Comments (not to exceed one page)

Capacity Builder Recommendation Form

Please send this completed form directly to:
Shasta Oswald
School Improvement Specialist
Fax: (208) 334-2228
Email: soswald@sde.idaho.gov

Name of Candidate: _____

Name of person completing this form: _____

Title/Position: _____

Work Address: _____

Work Phone: _____

Email Address: _____

Relationship to candidate: _____

How long have you known the candidate? _____

Please rate the candidate in the following areas:

O = Outstanding

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NS = Not Sure

Skill Area / Dimension	O	S	U	NS
Professional attitude/judgment				
Leadership				
Organization				
Written communication				
Motivation				
Sensitivity to others				
Time management				
Oral communication				
Stress management				
Program evaluation and planning				
Diplomacy				
Experience with school and district budgeting processes				
Conflict resolution				
Ability to work with diverse groups				
Ability to analyze and interpret assessment and other data				
Working with parents and community				
Interpersonal				
Facilitation				
Presentations				
Work ethic				
Aligning curriculum/instruction/assessment with standards				
Use of technology				

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